

**CALL FOR APPLICATIONS**  
***Transportation Authority of Marin Citizens' Oversight Committee***

June 28, 2005

TO: Interested Parties

Dear Interested Parties:

With the recent passage of Measure A, the Traffic Relief and Better Transportation Act approved by Marin voters in the November 2, 2004 General Election, the Transportation Authority of Marin (TAM) is moving forward towards creating a local Measure A "Citizens' Oversight Committee" with assistance from the League of Woman Voters of Marin County. This is a joint Call for Applications by TAM and the League of Woman Voters for participation on the Citizens' Oversight Committee, which will review all sales tax related expenditures of TAM and will report directly to the public. Specifically, the responsibilities of this committee are:

- The committee will hold public hearings and issue reports, on at least an annual basis, to inform Marin residents how Measure A funds are being spent. The hearings will be open to the public and will be held in compliance with the Brown Act, California's open meeting law. Information announcing the hearings will be well publicized and posted in advance.
- The committee will have full access to TAM's independent auditor and will have authority to request and review specific information and to comment on the auditor's reports.
- The Committee will publish an annual report. Copies of these documents will be made widely available to the public.

Citizens' Oversight Committee members and their alternates are required to be private citizens who are neither elected officials of any government nor public employees from any agency that either oversees or benefits from the proceeds of Measure A. Membership will be restricted to individuals who live in the County. Members will be required to submit a statement of financial disclosure and membership will be restricted to individuals without economic interest in any of the Authority's projects. At this time, TAM is requesting applications from:

- One member and alternate from Central Marin nominated by TAM Commissioner.
- One member and alternate from West Marin nominated by TAM Commissioner.
- One alternate member from Ross Valley nominated by TAM Commissioner.
- One alternate member from, and nominated by, a school district, including parents.

The attached standard TAM advisory committee application form must be completed and returned to Craig Tackabery, TAM Executive Director, P.O. Box 4186, San Rafael, CA 94913-4186 (or Room 304 of the Marin County Civic Center, San Rafael or fax: 415 499-3799). Applications will be accepted for both committee membership and designated alternate appointments. Additional application forms may be obtained online at [www.marintraffic.org](http://www.marintraffic.org).

**Citizens' Oversight Committee**  
**Call for Applications**  
**June 28, 2005**  
**Page 2 of 2**

In the event that multiple, qualified applications are submitted for committee and designated alternate appointments from identified nominating organizations or individuals, the TAM Board, with assistance from the League of Women Voters, may choose to conduct interviews. If selected for an interview, applicants shall be notified of the date, time, and location of the interviews.

Also attached to this Call for Applications letter are the TAM Advisory Committee Standing Rules and Application and Appointment Procedures adopted by TAM for reference. If you have questions about the committee or application process, please contact Craig Tackabery, TAM Executive Director, at 415-499-6582 or [ctackabery@co.marin.ca.us](mailto:ctackabery@co.marin.ca.us) or Perry Newman, President of the League of Women Voters of Marin County, at 415-507-0824 or [lwvmc@marin.org](mailto:lwvmc@marin.org).

Sincerely,

Craig Tackabery, Executive Director  
Transportation Authority of Marin

Perry Newman, President  
League of Women Voters of Marin County

Attachments



**APPLICATION FOR APPOINTMENT TO ADVISORY COMMITTEES  
TO THE TRANSPORTATION AUTHORITY OF MARIN (TAM)**

***Please complete this form and return to the TAM Executive Director at the address below.***

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Advisory Committee Applied For:** \_\_\_\_\_

**Member or Designated Alternate Appointment:** \_\_\_\_\_  
*(For Citizens' Oversight Committee and Technical Advisory Committee Only)*

**Nominating Organization:** \_\_\_\_\_  
*(For Citizens' Oversight Committee and Technical Advisory Committee Only)*

**Summary of Qualifications for Appointment:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Summary of Reasons for Applying:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please note that Citizens' Oversight Committee members shall be private citizens who are neither elected officials nor public employees from any agency that either oversees or benefits from the proceeds of the transportation sales tax.*

**List any government agency or organization of which you are an elected official, officer, or employee that are funded by or provide services to TAM:**

\_\_\_\_\_

*Please note that you will be required to file a Conflict of Interest disclosure statement if you are appointed to a TAM advisory committee (California Government Code Section 81000 et seq.). Membership to any TAM advisory committee shall be restricted to individuals without personal financial interest in any Measure A project. "Financial interest" is defined in California Government Code Section 87103.*

**Do you or will you have any personal financial interest in any Measure A project?**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

***Additional information may be attached.***

***Improving mobility and reducing local congestion for everyone who lives and works in Marin County  
by providing a variety of high quality transportation options designed to meet local needs.***

c/o Marin County Department of Public Works, P.O. Box 4186, San Rafael, CA 94913  
Phone: 415/499-6570 – Fax: 415/499-3799 – [www.marintraffic.org](http://www.marintraffic.org)

## **TAM Advisory Committees**

### **Standing Rules and Application and Appointment Procedures**

#### **Standing Rules**

1. Citizens appointed to the two standing TAM advisory committees, the Citizen Oversight and the Technical Advisory Committee, shall be appointed for a term of four years; however, in order to provide for staggered terms for committee members, at the first meeting of the committee, the members shall draw lots to determine whether their initial appointment term will be 2 or 4 years. All initial appointment terms shall commence on June 1, 2005 and, subject to earlier removal or termination as provided herein, shall expire on May 31, 2007, as to two-year terms and May 31, 2009, as to four-year terms. Thereafter, terms shall commence on June 1 and shall terminate on the fourth anniversary date of such commencement date. If a committee member is unable to complete his or her term, a replacement member will be appointed by the TAM Board to fill the vacancy and complete the appointment term. Members of these advisory committees shall be appointed to their full terms, subject to eligibility provisions contained in Section 104.3 of the TAM Administrative Code.
2. Each committee member also shall have a designated alternate appointed, subject to eligibility provisions contained in Section 104.3 of the TAM Administrative Code, who shall attend committee meetings in the event that the appointed committee member is unable to attend. It shall be the responsibility of the appointed committee member to inform their designated alternate when the appointed committee member is unable to attend a meeting of the committee. The name of each designated alternate shall be on file with TAM.
3. Any special or ad hoc advisory committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the TAM Board. The Executive Director shall prepare an annual summary report of special or ad hoc advisory committees and make recommendations to the TAM Board regarding the elimination of committees whose functions or purpose have been fulfilled or where the mandate or purpose for the creation of the committee has expired.
4. Advisory committees that are responsible for conducting public business for TAM are subject to all provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (as amended), which mandates open meetings for local legislative bodies.
5. Advisory committee members are required to comply with disclosure and conflict of interest requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq. (as amended), and must complete and file all necessary disclosure documents. Committee members shall avoid impropriety and the appearance of impropriety and shall not use their appointed position to further their own financial gain or for any other purpose not directly related to the governmental function they have been appointed to perform. Specifically, committee membership shall be restricted to individuals without personal financial interest in any Measure A project. Committee members are defined as "public officials" of TAM (California Government Code Section

82048), and no public official shall make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows, or has reason to know, he or she has a financial interest (California Government Code Section 87100). Having a financial interest in a decision is defined by California Government Code Section 87103.

6. All appointed advisory committee members, whether new or re-appointed, shall take a loyalty Oath of Office prior to voting on any matter presented to the advisory committee to which they have been appointed to serve.
7. Unless authorized as the designated spokesperson by the advisory committee, an individual member may not represent the advisory committee before any other committee or agency or to the press or general public. Advisory committee members are defined as “officers” of TAM and hence are governed by California Government Code Section 3201 et seq. (as amended) relating to political activities. Specifically, political activities, such as soliciting or receiving funds or contributions for a candidate or ballot measure during committee meetings, are prohibited.
8. Advisory committee members shall be responsible for having a working knowledge of the establishing ordinance, by-laws, federal or state mandates or any other governing regulations that define and set forth the intent and purpose of their appointment and shall only represent and take action on matters related thereto.
9. No advisory committee shall have powers other than advisory to TAM. Standing advisory committees, the Citizens’ Oversight Committee and Technical Advisory Committee, shall have adopted by-laws approved by the TAM Board within 90 days of committee formation.
10. Advisory committee members shall not knowingly or otherwise misrepresent the scope of their influence or authority in matters assigned to their committee or represent recommendations of their respective advisory body as official TAM policy until such time as formal action, such as adoption of a resolution, has been taken by the TAM Board.
11. The TAM Board shall retain discretion to rescind any advisory committee appointment(s), as deemed necessary.

### **Application and Appointment Procedures**

1. Notice of application for appointment to standing advisory committees shall be posted on the TAM website and provided to: all TAM Board Commissioners; all city, town, and county clerks for posting; local newspapers; all qualified nominating organizations; and all Marin County library branches. Application notification periods shall be conducted for a minimum of 60 days.
2. In the event that multiple, qualified applications are submitted for a committee membership appointment from identified nominating organizations, the TAM Board may choose to conduct interviews. If selected for an interview, applicants shall be notified of the date, time, and location of the interviews.

3. When a vacancy exists on an advisory committee and no applications have been submitted, the vacancy will be continued until such time as an appointment is made. The TAM Board may, at any time, move to continue an appointment to a subsequent date.
4. New members of advisory committees and members who wish to continue serving in their appointed capacity for an additional term are required to complete and submit a new application or may update and resubmit their original application if no pertinent information has changed. Applications shall be submitted to the TAM Executive Director, and all qualifying applications for the vacancy will be submitted to the TAM Board for consideration, selection, and appointment.
5. The TAM Executive Director shall maintain a public information list of members and designated alternates appointed to TAM Advisory Committees. The list shall include the name of the appointee, the date the term expires, and affiliation and/or nominating organization. The list shall be updated annually on January 1.